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## **CHECKLIST FOR SELECTING PERSONAL CARE/ASSISTED LIVING FACILITIES**

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Finding the appropriate residence for your Ward can be stressful. This checklist was designed to make this process a little easier for you. It suggests certain things that you may look for in a nursing home, group home, etc., including the nursing home staff and the living environment.

<b>Does the staff:</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Know the residents by name?			
Respond quickly to calls for assistance			
Treat residents with courtesy and respect?			
Knock and wait for a response before entering a room?			
Close doors and curtains for privacy of changing, bathing and treatments?			
Have adequate help to serve meals and assist with feeding in a timely manner, both in private and in the dining rooms?			
Have adequate help to assist in bathing, dressing and attending to other resident's needs?			

<b>The Facility:</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Is the outside clean and in good repair?			
Are outside areas accessible to residents, not just “pretty”?			
Is the inside clean, in good repair and free of odors?			
Are bedrooms furnished with appropriate equipment and with residents’ personal items?			
Are there areas for private conversations and phone calls?			
Is the home accessible with handrails and grab bars in the hall?			
Are there door alarms on all exits?			
Are there smoke alarms and detectors?			
Is there an emergency lighting system?			
Are warning signs displayed for wet floors?			
Are residents’ rights clearly posted and observed by staff?			
Are visiting hours clearly posted?			
Is the smoking policy posted?			
Is the menu clearly posted and followed?			
Are current licenses on display?			
Are there any complaints against the facility?			

<b>Are the residents:</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Clean and dressed?			
Up at reasonable times?			
Interacting with staff and each other?			
Participating in a regular schedule of activities?			
Receiving appropriate portions, nutritious, and good-tasting meals?			
Eating the majority of their meals?			
Placed in restraints?			

### **Other Comments**

<b>Positive</b>	<b>Negative</b>	<b>Questions to Ask</b>